

## Job Aid:

### Seller Control Center Navigation

#### This Job Aid shows how to:

- Navigate your Seller Control Center in COMMBUYS
- Access and open documents (Purchase Orders, Bids)

#### Of Special Note:

The COMMBUYS Control Center provides a quick view of documents assigned to your user ID as well as news items and dashboard.

#### Screenshot



The screenshot shows the COMMBUYS website home page. At the top, there is a header with "Welcome To COMMBUYS" and the COMMBUYS logo. Below the logo, a paragraph states: "COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted here in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers." Below this, a section titled "COMMBUYS INFORMATION:" provides links for "Training and Registration for Purchasers", "Training and Registration for Sellers", "Job Aids for Purchasers", and "Job Aids for Sellers". A contact section for the COMMBUYS Help Desk is also present, including an email address and phone numbers. A list of links with brief descriptions follows: "Register" (Register here to begin using COMMBUYS. Vendors, please read this disclaimer prior to registering.), "Complete Registration" (Complete registration here to begin using COMMBUYS. Vendors, please read this disclaimer prior to completing registration.), "Open Bids" (Browse open bid opportunities.), "Active Contracts" (Browse active Contracts/Blankets.), "Contract & Bid Search" (Search for Bids and active Contracts/Blankets.), and "Registered Vendor Search" (Search for registered vendors.). At the bottom of the list is a login form with fields for "Login ID:" and "Password:", a "Login" button, and a "Forgot your password?" link. The footer contains the copyright notice: "© 2014 Periscope Holdings, Inc. All Rights Reserved".

#### Directions

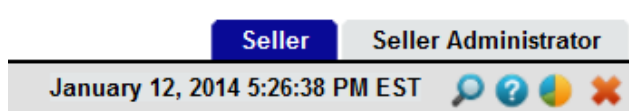
1. Launch the COMMBUYS website by entering the URL <https://www.commbuys.com/bs/> into the Browser.

Login using your Login ID and password

## Job Aid:

### Seller Control Center Navigation

#### Screenshot



#### Directions

2. Upon successful login, there will be one of two possible roles available to you based on the security you have been assigned. Select the **Seller** role on the upper right side of the page.

Note: If you do not see a role, then you only have one role.

3. The **Control Center**, located under the **Header** and **Navigation** bars, contain a set of tabs that correlate to the available documents for this user in COMMBUYS.

#### Header Bar

- UNSPSC Code Browse: searching tool
- My Account: update user profile and password
- Customer Service: contact help desk through email
- About: current version of COMMBUYS

#### Navigation Bar

- Home: returns you to the home page
- POs: find Purchase Orders in different statuses
- Bids: find open and closed bids
- Contracts: Master Blanket POs
- Quotes: find quotes in different statuses

In the **Control Center** (under Welcome Back Seller Seller), the number of documents for each section is shown in ( ) next to each tab

For example: click on the **PO** tab to see additional details.



Home - Welcome Back Seller Seller

News(0) Vendor Communication(0) Bids(9805) **PO(2)** Quotes(0) Vendor Performance(0)

Purchase Orders / Change Orders (Un-Acknowledged)

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
<a href="#">PO-15-1036-DY501-DY501-00000001471</a>	Department of Youth Services	09/08/2014	2015	Data Mig Example	3PS - Sent	<a href="#">TOMVendor21</a>	\$0.00	None

Purchase Orders - Sent

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
<a href="#">PO-15-1036-DY501-DY501-00000001471</a>	Department of Youth Services	09/08/2014	2015	Data Mig Example	3PS - Sent	<a href="#">TOMVendor21</a>	\$0.00	None

Copyright © 2014 Periscope Holdings, Inc. - All Rights Reserved.

4. Page opens showing the available purchase orders listed by status.

These are POs sent to you that require fulfillment.

Click on the **Purchase Order #** (blue hyperlink) to open and view the document.

## Job Aid:

### Seller Control Center Navigation

Screenshot	Directions
	<p>5. The Home tab located on the Navigation bar will always return you to the home page where the control center displays.</p> <p>The Icons found on the top right corner:</p> <ul style="list-style-type: none"> <li>• <b>Magnifying glass:</b> Accesses the advance search screen. (Not available for Seller Admin role)</li> <li>• <b>Question Mark:</b> Access to the on-line help manual.</li> <li>• <b>Pie Chart:</b> Access to the administrative reports, if the agency has configured reports for use by Sellers. (Not available for Seller Admin role)</li> <li>• <b>X:</b> Log out of BuySpeed</li> </ul>